

UNCLASSIFIED

CONFIDENTIAL

SECRET

EXECUTIVE SECRETARIAT (O/DCI)

Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	DD/RM	X			
4	DD/NFA	X			
5	DD/CT	X			
6	DD/A	X			
7	DD/O	X			
8	DD/S&T	X			
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/PA				
14	D/EE0				
15	D/Pers				
16	AO/DCI	X			
17	C/IPS				
18					
19					
20					
21					
22					

SUSPENSE DATE: 5 February 1979

Remarks: If there are any questions, please call me
on

To 16: Please compile biographies on appropriate
individuals in the E Career Service.

D/Executive Secretary
11 Jan 79

Date

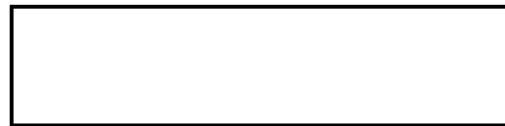
3437 (4-78)

79-083

11 January 1979

MEMORANDUM FOR: See Distribution
FROM : Deputy Executive Secretary
SUBJECT : Biographies of Senior Agency Officials

The Office of the Director has requested updated notebooks of biographies of supergrade and EP-level employees. Please provide the biographies (sample attached), prefaced with a table of contents organized by grade and alphabetically within grade, by 5 February.



STA

Attachment

Distribution:

DD/RM
DD/NFA
DD/CT
DD/A
DD/O
DD/S&T
AO/DCI

Internal Distribution:

Orig - DD/RM
1 - Each as above
① - ES Chrono
1 - ER

ES  cs (11 Jan 79)

STA